Michaela Community School
GOVERNING BODY MEETING
Minutes of meeting Wednesday 18th December 2024

Date and time:	**Location**:
Wednesday 18th December 2024, 5.30pm	Meeting held remotely via Teams

Attendees:		
Name	**Present**	**Role**
Chidi Amadi (CA)	Present	Governor (Chair)
Sharon Brittan (SBri)	Present	Governor (Vice Chair)
Pia Decarlucci (PD)	Present	Governor
Mohsin Drabu (MD)	Present	Governor (Finance)
Katharine Birbalsingh (KB)	Present	Head Teacher
Katie Ashford (KA)	Present	Staff Governor
Juliet Sowunmi (JS)	Present	Parent Governor
Adeyemi Fasogbon (AF)	Did not attend	Parent Governor (Careers)
Matthew Godfrey (MG)	Present	Governor (Careers)
Rebecca Williams (RW)	Apologies	Governor
Lundi Nyoni (LN)	Present	Governor (Finance)
Daniel Hall (DH)	Apologies	Governor
Stephanie Ting (ST)	Present	Governor (Safeguarding, SEND)
Ali Mansfield (AM)	Present	Clerk

No.	FGB Items	Action
1.	**Welcome** CA welcomed governors to the meeting.	
2.	**Declaration of Business Interests** • ***To confirm that all governors have completed new declarations for this academic year:*** Outstanding declarations to be returned to AM as a matter of urgency. • ***Governors to declare any conflicts of interest for the current agenda:*** As members of staff, KB and KA will not participate in the vote to approve the financial statements at item 9. • ***Governors to declare any gift or hospitality received in their role as a Governor of MCS:*** None declared.	All

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3.	**Election of Chair and Vice Chair** CA indicated his willingness to continue in the role of Chair of Governors for a further academic year and was elected unanimously. SB indicated her willingness to continue in the role of Vice Chair of Governors for a further academic year and was elected unanimously.	
4.	**Appointment of Clerk** Governors **AGREED** to appoint Ali Mansfield as Clerk to the Governors for a further academic year.	
5.	**Governing Body Membership** • Governors noted the election of a new Parent Governor, Juliet Sowunmi, and she was welcomed to the meeting. Her term of office commenced on 20.11.24. • Governors **AGREED** the following named governors: o Safeguarding – Steph Ting o SEND – Steph Ting o Careers – Matthew Godfrey	
6.	**Membership and Remit of Finance Governors** • Governors **appointed** the following as Finance Governors for 24/25: o Chidi Amadi o Mohsin Drabu o Lundi Nyoni • Governors **agreed** the remit of Finance Governor for 24/25: o Review annual budget and recommend to FGB for approval o Review monthly management accounts and highlight any concerns o Review Finance Policies and recommend to FGB for approval o Meet annually with the auditors to receive the statutory accounts and recommend to FGB for approval o Review SRMSAT for approval by FGB	
7.	**Membership of Pay Committee for HT Pay** • Governors **confirmed** membership of HT Pay Committee to review and approve HT pay: o Chair of Governors o Vice Chair of Governors o Finance Governors	
8.	**Minutes of last meeting (8th July 2024)** • The minutes of the meeting held on 8th July 2024 were agreed as an accurate record.	

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	• There were no matters arising not covered elsewhere on this agenda.	
9.	**Academy Accounts 2023/24** • Mohsin Drabu reported on the meeting with the auditors, Blick Rothenberg, which took place on 10th December 2024: o Another clean set of accounts, there were no concerns raised by the auditors, the school's finances continue to be well run. o There was an in year deficit of £29k plus negative movement in the pension fund of £31k, giving an overall deficit of £60k. Reserves at the year-end stood at £1,777,536. o The auditors pointed out that the maximum trading income before incurring corporation tax is £80k. AM will monitor this income carefully over the coming year. o There were two insurance claims through the Academies Risk Protection Arrangement during the year, one for the high court legal case and the other for repairs to the outside drains. o The Operations Manager is arranging a review of the exterior of the building. This was not considered as a 'commitment' within the accounts as it is still early in the process, but governors should be aware that expensive remedial works are anticipated. o The school is retendering for the audit process for the year end 31.08.25 as is good practise. AM has received quotes from Blick Rothenberg and one other firm of auditors. She will seek to obtain one more quote as per the Procurement Policy. • Governors **APPROVED** the auditors' finalised accounts for 2023/24 for submission to the ESFA and Companies House. As members of staff, Katharine Birbalsingh and Katie Ashford did not participate in the vote.	
10.	**Finance Report** The report from the Finance Manager was circulated to governors with the agenda. AM highlighted the following: <u>Budget position at Month 2</u> Income is £27k positive to budget (2.7%). Expenditure is £55k above budget (5.3%). Some of the overspend is due to budgeted costs occurring early in the year, details of individual cost centres in Finance Report. <u>Trial Balance</u> Governors noted the system generated TB. <u>Cash Balances</u> Cash balances remain extremely healthy, total of £1,751,849 across the three bank accounts. <u>Cash Flow</u> Governors noted the Cash Flow Report.	

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Pupil numbers

There are 618 pupils in years 7 to 11 and 127 in the sixth form.

KPIs

Governors noted the updated KPIs.

Q: Why has the pupil to teacher ratio in the sixth form increased from 6.6 to 1 to 10.1 to 1?

A: As numbers in the sixth form increase there are more pupils taking each subject. This is a good thing as the slightly higher number of pupils in the class promotes discussion.

Internal Controls Report Summary 2023-24

The summary report for 2023-24 had been circulated with the agenda. Governors noted the low numbers of issues raised – just three low priority items across the year.

Juniper Scope of Work for Internal Controls review 2024-25

The scope of work for 2024-25 was approved at the meeting on 8th July 2024.

Gift & Hospitality Policy

Governors **APPROVED** the Gifts & Hospitality Policy unchanged for a further year.

Gifts & Hospitality Register 23-24

Governors noted the G&H Register for 23-24, one gift had been declared per the policy.

11. Risk Register

No updates were required.

12. Policies to be ratified

The following policies were reviewed and approved by Chairs Action in September and ratified by the FGB at this meeting:

Attendance Policy	Pay Policy
Behaviour Policy	Pupil Premium Strategy Statement
Charging and Remissions Policy	Pupil Premium Spending and Impact
Complaints Policy	SEN Information Report
Data Protection Policy	Separated Parents Policy
Educational visits Policy	Sex and Relationships Policy
First Aid Policy	Supporting Pupils with medical needs Policy
H&S Policy	

13. Safeguarding

Safeguarding report from Katie Ashford

There continue to be relatively low numbers of pupils with safeguarding concerns:

- 5 pupils are on Child Protection Plans
- 3 pupils are on Child in Need Plans
- There are 2 LAC (Looked After Children) on roll

The Inclusion Lead continues to work collaboratively with external

	agencies as required. Safeguarding training for all staff was updated at the start of the term. <u>Confirm all governors to read Part 1 of KCSiE 2024</u> Governors noted the requirement to read Part 1 of KCSiE. Governor Safeguarding training is due for renewal, AM to arrange appropriate training. <u>Approval of updated Child Protection & Safeguarding Policy 2024</u> Governors **APPROVED** the updated Child Protection and Safeguarding Policy.	
14.	**HT Report including public examination results** The GCSE results this year were extraordinary: • 89% of pupils achieved at least one Grade 9 • 98% of all GCSE grades were 4 to 9 • 84% of all GCSE grades were 7 to 9 (A or above) • Over 50% of all GCSE grades were 9s – nationally this figure was 3%-5% • Nearly 1 in 6 pupils achieved straight 9s • Progress 8 score of 2.55 – Michaela was top in the country for the third year running, fewer than 100 schools got a score of above 1 There will be no Progress 8 scores for the next two years due to the Covid years when Year 6 pupils did not sit the SATS tests. It is possible that Progress 8 measures may be abandoned by the new government. Q: Will this necessitate a change in approach at Michaela? A: No, we will continue with the current approach. It is clear that this results in excellent outcomes for the pupils. The A-level results were also excellent, all pupils who applied went on to the university of their choice. The school continues to promote the sixth form to external pupils. The banners on lamp posts along the Metropolitan Line have been effective in getting people along to open evenings. Some pupils move to the area or commute long distances to attend Michaela, but for others the geographical position is unattractive. Numbers applying are increasing, but the school continues to be academically selective. KB meets regularly with the externals as they adapt to the culture of Michaela. Q: Are you happy for numbers to remain low and retain the academic quality? A: Yes, it would be great to have more pupils, but not at the expense of academic standards. Q: How do Michaela students fare at university and do they report	

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	back to other pupils? A: Michaela pupils are well equipped to deal with learning at university. There have been no organised events for them to share their experiences, but of course they speak to their friends. Q: Why are numbers in sixth form not higher given the excellent results? A: Not all 16 year olds are ready to prioritise learning over the location and facilities offered by the competition. Some are put off by the 'Strictest School in the UK' reputation. Q: What is the marketing strategy? A: We tried TikTok and social media but these had very little impact, the banners on lampposts have been more effective.	
15.	**AOB** None.	
16.	**Date of Next meeting** AM will arrange a Doodle Poll next term.	

Items for next meeting: Reserves Policy